



Law Offices of the Public Defender

New Mexico Law Offices of the Public Defender Undergraduate Student Externship/ Internship Duties

General duties: perform work under the supervision of an attorney, or designated supervisor, and prepare documents, correspondence, take statements of witness, and assist an attorney in preparation of litigation.

Specific Duties:

- Research public policy issues relevant to indigent defense
- Provide support to attorneys and staff preparing cases for trial
- Shadow supervising or designated attorney in court
- Observe practices in different divisions and multiple courthouses
- Provide support to clients by responding to calls and requests from clients
- Process and review discovery from District Attorney/law enforcement agencies
- Draft reports
- Assist with division or office wide short-term and long-term projects.
- Participate in pretrial interviews with civilian witnesses and law enforcement officers
- Review and transcribe pretrial interviews with witnesses and law enforcement
- Review and transcribe recorded lapel videos/belt tapes
- Observe and assist attorneys during trial